CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
COMPUTER INFORMATION SYSTEMS TRAINEE	**31**	**B**	**7.951**

DEFINITION OF CLASS:

This is an entry level class for most of the professional data processing classes.

This class provides for semi-automatic progression to higher level data processing professional positions upon satisfactory completion of the probationary period, meeting the minimum qualifications and the recommendation of the appointing authority.

Incumbents work under immediate supervision of a higher level professional in studying and analyzing programming manuals in order to become proficient in the use of programming languages.

Incumbents learn the use, processes and capabilities of software products available in the agency.

In some positions, incumbents learn the specifications and use of selected hardware components. May also learn the use and maintenance of telecommunications equipment, local area networks, specialized hardware, databases, and/or other information systems components.

Confer with colleagues or supervisors for the purpose of acquiring technical programming guidance or system knowledge.

Study printouts, data forms, and documents to verify the proper implementation of program revisions or corrections.

Code and debug from formal program specifications, data descriptions, and flow charts.

Document a program by appropriate commentary with source language instructions and program listings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of at least one or more general purpose programming languages (in software oriented positions.) General knowledge of the principles and procedures required to analyze and maintain information system hardware and/or software. General knowledge of programming techniques. General knowledge of basic practices used to test program changes. Ability to logically analyze information system problems of limited complexity.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of data processing concepts and methods. General knowledge of basic mathematics.

Ability to follow oral and written directions. Ability to work with details accurately. Ability to learn to analyze complex problems. Ability to identify basic elements and describe solutions graphically as a series of logical steps. Ability to communicate effectively both orally and in writing. Ability to learn structured programming techniques. Ability to maintain effective working relationships with others.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and three years of work experience in data processing environment which included operating a computer, performing data processing work such as scheduling, setting up production jobs for quality control, maintaining and controlling systems and program documentation, providing programming, testing and production reports and providing technical library control and maintenance; OR

II

Bachelor's degree from an accredited college or university; OR

III

An Associate's degree in data processing from an accredited college or university; OR

IV

Two years of work experience as a Computer Systems Technician III in Nevada State service; OR

V

An equivalent combination of education and experience where the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.951

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